

BI Power User Workshop - Outline

1. Introduction
2. BI
 - BI Overview
 - BI - What it is / is not
 - BI End User vs. BI Power User
 - HRMS Portal vs. SAP GUI
3. BI Environment
 - BI Environment Overview
 - AD Hoc Query Considerations
 - Is BI the Best Source for my Ad Hoc Query?
 - Which InfoProvider Should I Use?
 - How Often is Data Updated in BI?
4. Business Explorer
 - BI BEx Tools Overview
 - What is BEx?
 - BEx Analyzer Overview
 - BEx Query Designer Overview
 - Accessing BEx Tools
 - Change BI Password via SAP GUI
5. BEx Ad Hoc Query Fundamentals, Part I
 - BEx Ad Hoc Query Fundamentals Part I Overview
 - Key Figures
 - Dimensions
 - Characteristics
 - Free Characteristics
 - Attributes
 - Filters
 - Saving an Ad Hoc Query
 - **Exercise 1**
6. BEx Ad Hoc Query Fundamentals, Part II
 - BEx Ad Hoc Query Fundamentals Part II Overview
 - Key Figure Properties
 - Restricted Key Figures
 - Characteristic Properties
 - Variables
 - Basic Formulas
 - **Exercise 2**
 - **Exercise 3**
7. BEx Ad Hoc Query Fundamentals, Part III
 - BEx Ad Hoc Query Fundamentals Part III Overview
 - Compound Characteristics
 - Hierarchy Characteristics
 - Hierarchy Characteristics Properties
 - Hierarchy Variables
 - Basic Formulas
 - Ad Hoc Query Dates
 - Key Date
8. BI Security
 - BI Security Overview
 - Structural Authorization
 - Security Variables
 - **Exercise 4**
 - **Exercise 5**